

TIP Changes – Quick Reference
Effective 12/1/2011 – Updated 3/14/2016

When a programmer makes a change to project information in the eTIP database, the result of the change can vary, depending on the type of change made (administrative, formal or conformity). eTIP is organized to reflect the federal process, which centers around the current adopted TIP, as amended as the official record of the region's program of projects. The TIP starts with a yearly adoption at the beginning of the FFY, when the year that just ended is removed, and a new out year is added. Changes to the TIP are amendments.

When making a change to a project in eTIP, it is important to know what type of amendment is being made. In general, conformity amendments affect how projects are modelled, formal amendments are those that must be approved by CMAP's Transportation Committee and are subject to public comment, and administrative amendments only require review by CMAP staff. The type of change made is most often influenced by a project's exempt status, which is determined by work type. A list of work types with exempt status can be found on the TIP Programmer Resources [web page](#). If the appropriate amendment for the change is still unknown after reviewing the TIP resource documents, select formal amendment.

All changes are submitted to CMAP staff. Staff must review them and take action to either "accept" or "deny" them. If a formal or conformity amendment is accepted, it will be included in the appropriate committee agenda for approval. If denied, the programmer will need to address staff comments and re-submit prior to the change deadline in order for the change to be on the agenda. Administrative amendments cannot take effect, and formal or conformity amendments cannot be considered by the Transportation or MPO Policy Committee until they are submitted to, and accepted by, CMAP staff.

The table below is intended to be a quick reference, not an all-inclusive list, and describes the type of change and when the change takes effect, for common project change actions. A full description of TIP Change Procedures can be found in Appendix 1 of the [TIP document](#).

	Change Made	Type of Change	Takes Effect
New or Deleted Projects	New or Deleted EXEMPT TESTED or EXEMPT project with all line items outside TIP years	Administrative Amendment	Upon acceptance by CMAP staff
	New or Deleted EXEMPT project with no federal fund sources	Administrative Amendment	Upon acceptance by CMAP staff
	New or Deleted EXEMPT project with federal funds, within the TIP years	Formal Amendment	Upon Transportation Committee approval
	New or Deleted project with at least one NOT EXEMPT work type (other than S-TIM), with funding for E2, ROW, CONST, ENG and/or IMP within TIP years	Conformity Amendment	Upon MPO Policy Committee approval of semi-annual conformity analysis
	New Signal Interconnect (S-TIM) project with no other NOT EXEMPT work types with funding for E2, ROW, CONST, ENG and/or IMP, within TIP years	Formal Amendment	Upon Transportation Committee approval
	New or Deleted project with at least one NOT EXEMPT work type (other than S-TIM), with funding for E1, AA or MIS phases only, within TIP years (other phases may be in MYB)	Formal Amendment	Upon Transportation Committee approval
	New project with only H-RRGS and non-federal funding for phases other than E1, AA or MIS phases within TIP years If another not exempt or exempt tested work type is included, see above.	Administrative Amendment	Upon acceptance by CMAP staff
	New project with only H-RRGS and federal funding for phases other than E1, AA or MIS phases within TIP years If another not exempt or exempt tested work type is	Formal Amendment	Upon Transportation Committee approval

	included, see above.		
	Deleted NOT EXEMPT or EXEMPT TESTED project that has a Conformity Status of “Not Conformed”, “To Be Conformed”, or “Not Required”	Formal Amendment	Upon Transportation Committee approval
	Deleted NOT EXEMPT or EXEMPT TESTED project that has a Conformity Status of “Conformed” or “Consultation”	Conformity Amendment	Upon MPO Policy Committee approval of semi-annual conformity analysis

	Change Made	Type of Change	Takes Effect
Financial/Line Items	Federal cost changes below amendment thresholds (see chart below)	Administrative Amendment	Upon acceptance by CMAP staff
	Federal cost changes that exceed amendment thresholds (see chart below)	Formal Amendment	Upon Transportation Committee approval
	New phase added within TIP years, or phase previously in TIP years moved out	Formal Amendment	Upon Transportation Committee approval
	Change of federal fund source (i.e. from CMAQ to STP-L) from one federal fund to another	Administrative Amendment	Upon acceptance by CMAP staff
	Change to FFY within TIP Years	Administrative Amendment	Upon acceptance by CMAP staff
	Change/Addition to Project Alternative IDs	Administrative Amendment	Upon acceptance by CMAP staff

	Change Made	Type of Change	Takes Effect
Project Identification	Change to Project’s Programming Agency	Administrative Amendment	Upon acceptance by CMAP staff
	Change to Project Title or Description	Administrative Amendment	Upon acceptance by CMAP staff
	Change to Project Type	Administrative Amendment	Upon acceptance by CMAP staff
	Change to Open to Traffic Year	Administrative Amendment	Upon acceptance by CMAP staff
	Change to Contact Information	Administrative Amendment	Upon acceptance by CMAP staff
	Change to Project Questions	Administrative Amendment	Upon acceptance by CMAP staff
	Change to Conformity Status (can only be made by CMAP)	Administrative Amendment	Upon acceptance by CMAP staff
	Change/Addition to Other Project Location Information	Administrative Amendment	Upon acceptance by CMAP staff
	Changes to Location for an EXEMPT project	Administrative Amendment	Upon acceptance by CMAP staff
	Changes to Location for an EXEMPT TESTED or NOT EXEMPT project, after CMAP staff review	Conformity Amendment, unless CMAP staff determines the change would not affect the Air Quality model, then Administrative Amendment	Upon MPO Policy Committee approval of semi-annual conformity analysis or upon acceptance by CMAP staff

Cost Change Thresholds

A cost change is a Formal Amendment if the percent change (positive or negative) exceeds the percent shown in the table below, for the federal project cost before the change. Cost changes below the percent shown are Administrative Amendments. Cost changes made to projects with no federal funding are Administrative Amendments. The addition of federal funds to a project previously funded with only state/local funds or the deletion of all federal funds from a project is a Formal Amendment.

Federal Project Cost Before Change	Percent Change (±)
\$0 - \$999,000	100%
\$1,000,000 - \$4,999,000	50%
\$5,000,000 - \$9,999,000	25%
≥ \$10,000,000	20%, up to a max. of ± \$10,000,000

Illustrative Projects

Projects with all funding outside of the active years of the TIP (i.e. projects with all funding in years after the four years of the TIP and/or MYB), are considered “Illustrative”. In most cases, changes to Illustrative projects are Administrative Amendments. Illustrative projects moving into active years of the TIP are considered new projects and are approved via a TIP Amendment at the time that funding is programmed in the active years.

Major Capital, Constrained and Unconstrained Projects

Projects which are included in GO TO 2040 as a Major Capital Project, a Constrained or an Unconstrained project, can only be edited by CMAP staff. Requests for changes to these projects should be directed to staff.